

Claim Form Checklist

Use this checklist to double check that everything is correct before sending in your claim form. These points are explained in greater detail in the Funding Manual.

All of my receipts show the following:

- Vendor Name
- Date
- Item(s) Purchased – must be clearly indicated on the receipt and should not include personal items, eg. groceries
- Total Price
- Proof of Payment

In addition:

- All of my receipts have all staples removed
- All of my receipts are taped onto one side only (not front and back) of an 8.5 x 11” piece of paper

if they are not already that size ****receipts must be taped down on all four sides** All receipts are cut to fit an 8.5x11” piece of paper and are not folded

- The tape does not cover any important information/print
- The claim form is attached to the top of the pages of receipts
- I have dated the claim form in the space provided at the top of the form
- I have provided my Family Mailing Address in the space provided at the top of the form

(NOTE:

this is not your email address)

- I have signed the claim form at the bottom
- My student’s/child’s name is on the bottom of the claim in the space provided (NOTE: only one child/student per form)
- I have calculated the total
- Packing slips, statements or order forms will not be accepted as proof of purchase. You must supply the receipt.
- I have not used a highlighter on any information/print on my receipts